

Minutes  
Judicial Education Committee Meeting  
Friday, January 26, 2018, 1:00 p.m.  
251 N. Illinois Street, Room 873, Indianapolis

Committee Members Present: Hon. Kelly Benjamin; Hon. Stephen Bowers; Hon. Vicki Carmichael; Hon. Kimberly Dowling; Hon. Kurt Eisgruber; Hon. Thomas Felts (Chair); Hon. Andre Gammage (via phone); Hon. Bradley Mohler; Hon. Tim Oakes; Hon. Lakshmi Reddy (via phone); Hon. Margret Robb; Hon. Michael Shurn; Hon. Mark Smith  
Staff Present: Jill Acklin; Scarlett Brooks; Vicki Davis; Julie McDonald; Hon. Earl Penrod

1. Judge Felts called the meeting to order.
2. The committee approved the minutes from the October 13, 2017 meeting.
3. The Board requested that the Judicial Education Committee resolve the location of the 2020 Annual Meeting. Because of previously-booked events the normal conference dates in September 2020 in Indianapolis are out. The IOCS staff is now faced with the prospect of moving the dates of the meeting to late August, early September, the first week of October or moving the meeting location. The Board's consensus seems to be to stay in Indianapolis either earlier or later than the usual conference dates, being mindful of school start dates in August and fall break in October. There is a significant concern going into October with fall breaks, and Judge Robb pointed out that 2020 is an election year. Jenny Kidwell has been asked to check the week of August 24, first week of September, and the week of September 28 at the JW Marriott, but the JW Marriott will not be able to get back with us for a few more months. If the conference cannot be booked in Indianapolis, the current rotation pattern suggests the event should go north, which means South Bend or Fort Wayne, and IOCS staff suggested South Bend as the first option. If the event cannot be booked in the north, Evansville is also being evaluated for meeting space capabilities and hotel overnights. The committee discussed the issue of the location. Judge Felts provided a recap of committee's discussion and options: (1) JW Marriott in Indianapolis; (2) South Bend; (3) Fort Wayne; and (4) French Link or Evansville, pending a report back from Evansville. The committee largely agreed. Staff will update the committee at the March meeting.
4. The Committee reviewed the 2017 Domestic Relations Workshop evaluations. Magistrate Gammage and Judge Shurn attended the Workshop as conferees. Vicki Davis commented that the first speaker was effective, and the second speaker was perhaps not adequately prepared. Magistrate Gammage agreed that the speaker on psychological and custody evaluations was not very relevant. That speaker also referenced materials in his presentation but did not provide them to the conferees. Currently, IOCS holds the Domestic Relations Workshop every other year.
5. The Committee reviewed the 2017 Winter Program evaluations. Judge Felts said that the highlight was the panel participation by the judges and magistrates. There were many positive and some negative comments. Vicki Davis pointed out that the heart of the negative comments seemed to be that Adam Foss should have offered more solutions. Julie McDonald discussed a discussion group with Dr. Mowatt either via distance or in-person. Dr. Mowatt's presentation at this conference was not as

strong as past presentations have been. Working with him in small groups may be a good opportunity. Judge Smith said that awareness is a “practical tip” in and of itself. Judge Felts discussed having some portion of the Annual Meeting devoted to race or gender. Magistrate Gammage suggested discussing poverty as well.

6. Julie McDonald provided a status update on the distance education initiative. Scarlett Brooks explained the distance project and said that the project is nearly ready to go into beta testing. Ms. Brooks said that she is also creating content for modules, generally based upon PowerPoint presentations that have been given to her, and she showed sample presentations to the Committee. Julie McDonald explained that distance education would improve the quality of in-person education, and it would be used to allow learners to study prerequisites and to access materials at their desk. Vicki Davis explained that some in-person orientation classes can be moved to the distance format to make room for more topics and in-depth work in the in-person agenda.
7. The Committee discussed the Spring Judicial College. Julie McDonald said that the Chief Justice had asked about skills-based programming, and the longer time blocks in Spring provided a good opportunity to do it. Jill Acklin gave examples of audience engagement in each session; the level of participation that will be built into the programs does not rise to demonstration, critique, and feedback as showcased in the 2017 New Judge Orientation Bench Skills program. Julie McDonald asked for feedback from the Committee. Judge Bowers said that he is concerned that people might avoid the Conference because they are afraid they will be put on the spot. Vicki Davis said that we will have to be very clear on course titles and descriptions about the type/level of participation. Judge Dowling wanted to make sure that there is fair notice that participation would be expected in some of the courses. The committee gave the staff approval to proceed so long as there is notice about the level of interaction/engagement in the course descriptions. Vicki Davis asked questions about the Pre-Trial Release session. Judge Felts reported that there is enough data available now for a presentation. Judge Dowling expressed frustration was that she did not know what tools were being used, where the tools were to be found, and how they should be implemented. Judge Felts expressed that allowing all 11 counties the opportunity to speak would be too long. Judge Benjamin said that there must be some commonalities between the 11 counties. Judge Smith asked if the comments from the Fall Conference could shed light on what people are interested in learning about. Judge Felts commented that pretrial release could take an entire day of programming. Judge Bowers suggested having a portion of the session about venting their complaints and concerns.
8. There will be a Substance Abuse Disorder and Opioid Conference on July 25, 2018, at the Indianapolis Convention Center. Judge Mary Willis is working with a joint task force to develop this Conference.
9. IOCS will hold the 2018 Annual Meeting earlier in the year than usual this year -- from September 5-7, 2018. Julie McDonald reported that bias and societal issues could be discussed during one time-block. Another time-block could be devoted to the drug epidemic. Vicki Davis explained that we are pursuing Governor Holcomb for the opening session; however, the Governor does not accept invitations until 30-45 days before the event. Jack Ford was scheduled to speak last year and had to

cancel, but he has agreed to speak this year. Judge Robb secured both plenary speakers. Judge Dowling suggested the importance of gender bias. Judge Robb asked if part of the discussion on emotional intelligence could be rolled into a talk on gender bias. Magistrate Gammage suggested that gender bias could be another session on its own, and Judge Bowers suggested the Winter Program as a possibility for the topic.

10. Chief Justice Rush and Judge Dowling sent in session/training requests, namely: (1) grant-writing/grant-funding and (2) gender bias. Judge Felts said that the Chief Justice expressed surprise at how few trial judges were applying for grants. She suggested offering training on the process.
11. Julie McDonald proposed a new Judicial Civics certificate, which would require 240 or 360 hours of CJE and a civics education project approved by this Committee. The certificate would get the judges out into their communities, which could increase public trust and confidence in the judiciary. Julie McDonald will provide written information about this proposal before March.
12. IOCS staff would like to do more for judicial officers appointed between orientations. Interim appointees have already been granted access to the 2017 Orientation materials. IOCS would also like to develop more distance education modules. There would be an appointment team of super-mentors of experienced judges. Also, there could be a 1-day training in the off-year.
13. Judge Mary Willis wanted IOCS to explore conference apps. Research on reviews and costs revealed that Attendify is a top choice. The cost is significant depending on if the app is branded or not branded with IOCS's name, and we must determine which conferences would use the app. IOCS did 20 events with more than 50 conferees in the past year, and 12 of those were multi-day. Three events in the Attendify container app would be \$3,000; three events in an IOCS app would be \$5,000; and ten events in an IOCS app would be \$10,000. Judge Mohler asked how an app would improve upon INCite. Vicki Davis said that the benefit was the floorplans, agendas, and materials right on the tablet or phone. Judge Carmichael wondered if the cost justified it for an Indiana conference. Judge Robb wanted to know if the app developers can let us know how many conferees used the app. The committee suggested that the app be tested for one conference where wireless internet is inexpensive or free, and then the results could be evaluated.
14. The next meetings will be held at Capitol Center North, 251 N. Illinois Street, Suite 800, (corner of Illinois and New York) on the following dates:
  - a. March 16, 2018
  - b. June 8, 2018
  - c. October 5, 2018
15. The meeting was adjourned.

Respectfully Submitted,  
Jill Acklin

Minutes  
Judicial Education Committee Meeting  
Monday, March 26, 2018, 12:00 p.m.  
Via Conference Call

Committee Members Present: Hon. Amy Barbar; Hon. Stephen Bowers; Hon. Marla Clark; Hon. Steven David; Hon. Thomas Felts (Chair); Hon. Michael Kramer; Hon. Bradley Mohler; Hon. Michael Shurn; Hon. Mary Willis.

Staff Present: Jill Acklin; Vicki Davis; Kimberly Spindler; Hon. Earl Penrod

1. Judge Felts called the meeting to order.
2. The committee approved the minutes from the January 26, 2018 meeting.
3. The committee discussed the distance education CLE proposed change to Rule 29. The proposal is to allow attorneys to earn up to 50% of CLE/CJE hours via distance education. This would put us more on par with the rest of the country. ISBA is also proposing additional hours on diversity, inclusion, and substance abuse hours.
4. On a related topic, Vicki Davis noted there are some issues the committee should be aware of regarding Admission & Discipline Rule 28. These issues are noted below.
  - a. Marion County Small Claims (MCSC) Judges are currently classified under the 36-hour rule.
    - i. Now that MCSC judges are now full-time judges and soon to be courts of record should this class of judges fall within the 54-hour rule?
    - ii. Should the definition of state level judicial officer be amended to include MCSC judges?
    - iii. The current definition of the term "judge" in Section 2(j) does not list MCSC judges. At the very least the definition of judge needs to be amended to include MCSC judges. The language of Section 3(b) states any "judge" not covered by Section 3(a) falls within the 36-hour rule. Section 3(e) talks about the education period for a senior judge, city/town court judge, MCSC judge, part-time commissioner/referees.
  - b. The definition of full-time commissioners and referees does not contain a minimum number of hours worked per week to be considered a "full-time" commissioner or referee. A person is considered full-time for purposes of the 54-hour rule if he/she does not have an outside practice of law. Should the definition of full-time also include a minimum number of hours worked per week? Is it fair to require a commissioner/referee who does not have an outside practice of law to obtain 54 hours of CJE every three years when that person works under 20 or 25 hours per week? Do we care? Is it even possible to craft a rule to address this situation? Is it better to just leave the Rule as it is currently drafted? The existence of a practice of law or lack there-of is a bright line test.
5. The Judicial Civics Certificate was discussed. Vicki Davis said that from staff perspective it would be another program to track, unless we are replacing judicial college or the master's program.
6. Vicki Davis reported that we received permission to proceed with a Conference Application. Our Agency investigated Attendify, but there were terms in their

- contract that our Agency could not agree to. We are investigating other options, but the costs are increasing beyond what we had originally received permission to spend.
7. Vicki Davis gave a status update on the distance education project. We are beta-testing with the Judicial Candidate School. We should be fully functionally and operational very soon and proceeding with additional modules soon.
  8. The Recent Legislation Update will be done via webinar this year. NCSC will be producing the webinars for us this year, just as they did last year. There will be either two or three webinars, depending on the amount of legislation signed into law. These should happen in June.
  9. Vicki Davis gave an update on Spring Judicial College. We have 266 registrants, which is a little low. A reminder email to all judges who we have not heard from will be going out soon.
  10. Judge Mary Willis spoke about the Statewide Opioid Seminar. Each county will be asked to select a lead judge and team of up to 8 to come to the Convention Center for specialized training. The invitations to designated teams will come out in the mid-April Wednesday message.
  11. The Committee discussed the 2018 Annual Meeting. Vicki Davis asked about the 11am Wednesday topic with a variety of topic ideas. Judge Willis discussed the Supreme Court's new policy on sexual harassment and civility. She explained that it is a high priority topic right now. Vicki Davis recommended that it be the 11am plenary session. Justice David proposed a plenary session and an offer to email the Supreme Court's policy to the counties. There will also be a session on Human Trafficking and a brief update at a plenary about e-filing for protection orders.
  12. Vicki Davis said that we need volunteers to help coordinate wellness walks and runs on Thursday and/or Friday. There might also be a yoga session offered if we have a coordinator. Judge Felts offered to lead the run. The Committee considered a Judge Edition/technology early-bird session because they were so well-attended last year.
  13. The JW Marriott is waiting for some conferences to firm up for 2020. The office will wait until June. After June, we will look at South Bend and then Fort Wayne.
  14. Vicki Davis reported that the Winter Program will be about mindfulness. Judge Felts explained that this is a way to find a healthy way to slow down, focus, and find a way to carry these ideas over into your professional and personal lives.
  15. The next meetings will be held at Capitol Center North, 251 N. Illinois Street, Suite 800, (corner of Illinois and New York) on the following dates:
    - a. June 8, 2018
    - b. October 5, 2018
  16. The meeting was adjourned.

Respectfully Submitted,  
Jill Acklin

## Minutes

### Judicial Education Committee

Friday, June 8, 2018; 1:00 p.m.; 251 N. Illinois St., Room 873, Indianapolis, IN 46204

**Committee Members Present:** Hon. Kelly S. Benjamin; Hon. Stephen R. Bowers; Hon. Marla K. Clark (via phone); Hon. Kimberly D. Dowling; Hon. Kurt M. Eisgruber; Hon. William C. Fee (via phone); Hon. Thomas J. Felts (Chair); Hon. Andre B. Gammage (via phone); Hon. Michael J. Kramer (via phone); Hon. Bradley K. Mohler; Hon. Timothy W. Oakes (via phone); Hon. Lakshmi Reddy; Hon. Margret Robb; and Hon. Mark A. Smith (via phone).

**Staff Present:** Jill Acklin; Ashley Moise; Hon. Earl Penrod; and Lakesha Triggs.

1. Judge Felts called the meeting to order.
2. The Committee approved the minutes from the March 26, 2018, meeting.
3. The Committee discussed the distance education proposed change to Rule 29. Jill Acklin stated that it is her understanding that the Committee is opposed to any change increasing distance education hours for Judges, but supports increasing distance education hours for attorneys with the caveat that the Committee does not think that it is the attorneys' best interest to take additional hours via distance education. The ISBA is also proposing a change involving CLEs regarding mandatory diversity, inclusion, and wellness. Judge Felts explained that ISBA's Diversity Committee and Wellness Committee started the initiative and that the Judicial Education Committee will continue to monitor the status. Jill Acklin added that it is her understanding that the Education Committee will defer to the Office of Admissions and Continuing Education about tracking the diversity/wellness CLEs.
4. The Committee discussed conference apps. Judge Felts noted that a conference app was revealed at the Justice Services conference. Jill Acklin explained that two conference apps are currently being considered. The Committee discussed the benefits to an app and whether it would be feasible to develop our own app. Finally, the committee discussed whether putting conference materials on INcite would work as a cost-saving measure. Jill Acklin will discuss these options with Vicki Davis further.
5. The Committee discussed the distance education project. Jill Acklin began by explaining that Scarlett Brooks is working on this, they are in the final stages, and have a solid "go-live" plan. Jill Acklin further explained that the Judges and Probation Officers would be the first groups targeted and that the information is being pulled from CRM and that there are nine webinars done. Jill Acklin explained that the court staff would be targeted regionally, we have done C-SAMS three times, and the IRAS will be available through the network.
6. The Committee discussed the Spring Judicial College. Jill Acklin started by stating that the reviews were great overall. Judge Felts explained that there was excellent participation during the Bench Skills sessions. The Committee noted some difficulty with the sound system and logistics during lunch.

7. Jill Acklin gave an update about the Statewide Opioid Summit. She noted that 83 of the 92 counties are currently signed up at this point and that we are anticipating around 800 – 900 people attending the conference total. Judge Felts mentioned that this summit is a priority and of high importance.
8. The Committee discussed the 2018 Annual meeting. Jill Acklin briefly gave highlights including an opening plenary session on Wednesday with Jenny Yang about Civility in the Workplace, Wednesday sessions about the drug epidemic and co-occurring disorders, and Wednesday sessions on law and society topics.

Regarding Thursday, Jill Acklin explained the day will include an "Odyssey Tribute," a plenary with Jack Ford addressing media and high-profile cases, update sessions and family recovery courts, and a MAC user's session.

On Friday, Jill Acklin explained that the day will begin with an Internet Privacy session, a plenary briefly recognizing Judge Carmichael and a grant she recently obtained, Jonathon Shapiro discussing fairness, followed by 10:30 concurrent sessions. Jill Acklin highlighted a session about Supreme Court Grants meant to link Judges with program managers.

The Committee discussed the food options for the evening of Wednesday, September 5<sup>th</sup> and voted for hors d'oeuvres instead of a dinner.

The Committee discussed that the Chief Justice and the Associate Justices will speak at some point during the plenary sessions of the Annual Meeting.

9. The Committee discussed the location of the 2020 Annual Meeting. Jill Acklin reported that the JW Marriott offered August 26, 27, and 28 in 2020. The Committee considered the August dates and decided that the Annual Meeting should stay in September. Jill Acklin mentioned that Indianapolis is hard to book and can be more expensive than other venues throughout the state. Jill Acklin further explained that there are also some savings from hosting in Marion County when we contemplate the hotel and mileage for Marion County Judges, and IOCS staff. The Committee ranked the remaining locations for 2020 and determined that South Bend, Fort Wayne, and French Lick should be considered in that order.
10. Ashley Moise gave an update on the Recent Legislation Webinars. She stated that one of the webinars happened earlier on June 8, 2018, and another will happen on June 22, 2018. She explained that the initial reviews were very positive, and that the webinar will be open until December 15, 2018.
11. Jill Acklin gave an update on the Faculty Development program happening in October. She reported that the maximum number of participants is 30 and there are 27 currently. Judge Felts expressed the importance of using those doing the Faculty Development as presenters for the conferences.
12. The Committee discussed the December conference. Jill Acklin explained that the topic is mindfulness, stress, and wellness. The day will feature Dr. Yvonne Steadham, a presentation from JLAP, and a panel. Judge Dowling and Judge Felts recommended the

following breakdown: three hours in the morning with Dr. Steadham, a one-hour panel (potentially with Judges Felts, Dowling, Carmichael, and Spitzer), and 2 hours with JLAP addressing topics like reducing stress, compassion fatigue, PTSD, and JLAP.

13. The Committee discussed General Jurisdiction Orientation. Judge Felts mentioned that the number of retirements means that new Judge Orientation will be well attended. Jill Acklin explained that Pre-Bench orientation deals with wrapping up a law practice, so appointees who have been on the bench for some time since the last General Jurisdiction Orientation two years ago may not find it as relevant.
14. Jill Acklin presented a proposed change for Rule 28 which changes the CLE/CJE requirements for Marion County Small Claims Judges from 36 hours every three years to 54 hours every three years. The Judicial Education Committee voted unanimously in favor of Jill's proposal.
15. Judge Dowling recommended two movies: "Holden on" and "The Work" to screen at future conferences. Judge Robb recommended Georgetown Law Professor Hopper as a potential speaker as Professor Hopper was incarcerated for a serious felony and turned his life around and is now a successful attorney/professor.
16. The next meeting will be held at the Capital Center, 251 North Illinois Street on October 5, 2018, at 1:00 p.m.
17. The meeting was adjourned.

Respectfully Submitted,

Ashley Moise

Judicial Education Committee Minutes  
Friday, October 5, 2018; 1:00 p.m.  
251 N. Illinois St., Room 873, Indianapolis, IN 46204

**Committee Members Present:** Hon. Amy Barbar (*via phone*), Hon. Kelly Benjamin, Hon. Stephen Bowers, Hon. Marla Clark (*via phone*), Hon. Stephen David (Supreme Court Liaison), Hon. Kim Dowling (*via phone*), Hon. Kurt Eisgruber, Hon. Thomas Felts (Chair), Hon. William Fee (*via phone*), Hon. Michael Kramer, Hon. Bradley Mohler, Hon. Joseph Meek (*via phone*), Hon. Lakshmi Reddy (*via phone*), Hon. Michael Shurn (*via phone*), Hon. Mark Smith, Hon. Charles Todd (*via phone*), and Hon. Joseph Weber (*via phone*).

**Staff Members Present:** Jill Acklin, Vicki Davis, Ashley Moise, and Hon. Earl Penrod (*via phone*).

1. Judge Felts called the meeting to order.
2. The Committee approved the minutes from the June 8, 2018, meeting.
3. The Committee members and staff introduced themselves to the new members, Hon. Charles Todd, Hon. Joseph Weber, and Hon. Joseph Meek were welcomed.
4. The Committee discussed the 2018 Annual Meeting. Vicki Davis explained that we would need to book space on the 3rd floor of the JW Marriott since the conference has outgrown the bottom floor of the JW Marriott. She also explained that there were some technical difficulties stemming from LCD screens, HDMI cords, and issues with playing videos, although the videos were embedded. Vicki Davis discussed possible solutions including using two laptops and a switcher.

Vicki Davis mentioned that the 2020 Annual Meeting would happen in South Bend which means that the Annual Meeting will be in Indianapolis in 2021. She explained that the JW Marriott may have availability but that we wouldn't know until January 2019. Ms. Davis further explained that Indianapolis is a popular spot for conferences and some venues are hesitant to book so far in advance.

Ms. Davis asked the education committee to consider whether the education committee wanted to ask the Board of Directors for the power to decide on locations for the Annual Meeting since the education committee meets more often. She explained that the Committee would maintain the current central, north, central, south location pattern whenever possible but seeks to request authority to deviate from the pattern when/if necessary.

The education committee discussed Vicki's proposal relating to authority to deviate from the pattern for the Annual Meeting. Judge Bowers expressed that he thinks Vicki should be the point person. Judge Kramer thinks that the board would be willing to allow the education committee to make that decision. Justice David agrees with Judge Kramer. Judge Felts asks whether anyone had any objections to making that recommendation to the board. No objections were made to making the request to the Board. Jill Acklin briefly

gave an overview of the reviews from the 2018 Annual Meeting. She began by explaining that the attendees enjoyed Jonathan Shapiro, the law update sessions, Lena Tenney, Dr. Chambers, and the Family Recovery Court session. Vicki Davis stated that an outside speaker was recommended for the sexual harassment session.

5. Jill Acklin explained that the 2018 Court Security Conference happened on September 20, 2018. She explained that two IMPD officers did a session on sovereign citizens and Judge Heather Barajas and two of her courtroom deputies spoke as well, and they all did a great job. Judges Smith and Kramer said that their staff members appreciated the training.
6. Ashley Moise explained that Faculty Development happened on October 2-4, 2018. She explained that 28 people did the session and had positive reviews about the training. Judge Felts underscored the importance of getting the attendees to present at our conferences.
7. Judge Felts briefly mentioned that the agendas for the 2018 City & Town Court Meeting (October 11-12); 2018 Senior Judge Conference (November 1-2); 2018 Pre-Bench Orientation for Newly Elected Trial Judges (December 13); and 2018 Odyssey & Trial Court Technology Program (December 13) were included in the materials for the meeting.
8. The Committee discussed the 2018 Winter Workshop on Mindfulness happening on December 14. Judges Bowers and Smith think that having “mindfulness” in the title may prompt some judges to not attend. Judge Felts thinks “Judicial Wellness” may be a better title. Justice David explained that wellness is an important topic for judges. Vicki Davis explained that attendance would be capped at 200 for this program.
9. The Committee discussed the 2019 General Jurisdiction Orientation happening January 28-31 and February 25-28. Vicki Davis mentioned approximately 62 people will be participating. Judge Bowers agreed to teach the session on probate.
10. The Committee discussed the 2019 Spring Conference happening May 1-3. Judge Felts asked if the conference had a theme. Vicki Davis explained that it does not have one. Ms. Davis stated that there will be sessions on domestic family violence, CDL/CMV, pro hac vice, and jury instructions. Justice David mentioned that the jury instructions session should include criminal jury issues. Judge Kramer recommended, in addition to the jury instructions, a PM session on Batson would be wise.

The Committee discussed other sessions including court security since the response has changed, criminal rule 26, and working with the Justice Services division. Also, the following sessions were recommended: HR issues involving probation officers, search and seizure (separate from criminal law update), TRO/preliminary injunctions, 4th amendment, evidence update session, immigration, and expungements. Justice David recommended experimenting with the duration of the sessions.

The Committee discussed other sessions including court security since the response has changed, criminal rule 26, and working with the Justice Services division. Also, the following sessions were recommended: HR issues involving probation officers, search and

seizure (separate from criminal law update), TRO/preliminary injunctions, 4th amendment, evidence update session, immigration, and expungements. Justice David recommended experimenting with the duration of the sessions.

11. The Committee discussed other business. Vicki Davis mentioned that the education division would soon have two new learning consultants. Jill Acklin gave an update on LMS. She stated that it would be a gradual roll-out process with a message in the Wednesday Weekly prompting judges to create an account. The first module is court security, and the Indian Child Welfare Act module is ready to be launched. The court staff modules will be rolled out regionally, and the system will be rolling out to discrete groups like GAL/CASA.
12. The next meeting will happen on January 18, 2019, at 1:00 pm at the Capital Center, 251 North Illinois Street. The remaining dates for 2019 are:
  - March 22, 2019 at 1:00 pm
  - May 17, 2019 at 1:00 pm
  - July 19, 2019 at 1:00 pm
  - October 18, 2019 1:00 pm
13. The meeting was adjourned.

Respectfully Submitted,

Ashley Moise